



## CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Class Specifications and Salaries for Certain Confidential Employees

**MEETING DATE:** November 15, 1995

**SUBMITTED BY:** Human Resources Director

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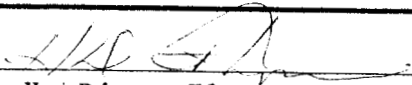
**RECOMMENDED ACTION:** To approve the class specifications, and salaries for Human Resources Technician, Deputy City Clerk and Administrative Clerk II - Confidential.

**BACKGROUND INFORMATION:** The positions of Deputy City Clerk and Human Resources Technician were created as a result of a clerical classification study conducted in 1990. Since that time the responsibilities of these positions have adjusted with organizational changes within the City. Within the last three years, one Administrative Clerk I/II position was added to the City Clerk's Office, and one Personnel Technician position was reallocated to Administrative Clerk I/II. Both of these positions perform duties relative to confidential materials and issues. It is recommended to approve the class specifications (attached) for these positions.

At the time the Human Resource Technician and Deputy City Clerk positions were developed, it was determined that a salary survey was needed to determine their appropriate compensation levels. Such a survey was completed earlier this year. It is recommended to approve the salary ranges for Human Resources Technician and Deputy City Clerk.

In 1990, the two positions designated as Confidential (Legal Secretary and Secretary To The City Manager) were authorized by Council action to receive deferred compensation as part of salary. Since that time four additional positions have been designated as confidential: Human Resources Technician, Deputy City Clerk, Administrative Clerk II - Confidential (in Human Resources and City Clerk offices). There is no provision which states that the new confidential positions receive the same benefits as provided to the Legal Secretary and Secretary to the City Manager. In order to effect equal treatment to all employees designated as Confidential, it is recommended that this same provision be applied to the four other positions.

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn  
City Manager



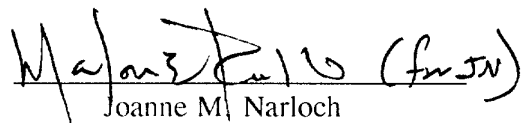
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It is recommended to approve the following salary ranges:

<u>Title</u>	<u>OCC</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Human Resources Technician	293	\$2091.97	\$2196.56	\$2306.37	\$2421.72	\$2542.80
Deputy City Clerk	98	\$1992.35	\$2091.97	\$2196.56	\$2306.37	\$2421.72
Administrative Clerk II - Confidential	373	\$1684.89	\$1769.20	\$1857.64	\$1950.51	\$2048.05

**FUNDING:** Currently funded.

Respectfully submitted,

  
Joanne M. Narloch  
Human Resources Director

RESOLUTION NO. 95-146

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE CLASS SPECIFICATIONS AND SALARY  
RANGES FOR CERTAIN CONFIDENTIAL EMPLOYEES

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RESOLVED, that the Lodi City Council does hereby approve the class specifications for Human Resources Technician, Deputy City Clerk and Administrative Clerk II - Confidential, as shown on Exhibits A, B and C attached hereto; and

FURTHER RESOLVED, the Council hereby approves rolling the deferred compensation match into salary as reflected in the following salary ranges:

	A	B	C	D	E
Human Resources Technician	\$ 2091.97	\$ 2196.56	\$ 2306.37	\$ 2421.72	\$ 2542.80
Deputy City Clerk	\$ 1992.35	\$ 2091.97	\$ 2196.56	\$ 2306.37	\$ 2421.72
Administrative Clerk II - Confidential	\$ 1684.89	\$ 1769.20	\$ 1857.64	\$ 1950.51	\$ 2048.05

Dated: November 15, 1995

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I hereby certify that Resolution No. 95-146 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 15, 1995 by the following vote:

AYES: Council Members - Davenport, Sieglock, Warner and Mann (Mayor)

NOES: Council Members - None

ABSENT: Council Members - Pennino

ABSTAIN: Council Members - None

  
JENNIFER M. PERRIN  
City Clerk



CITY OF LODI

November 15, 1995

## **HUMAN RESOURCES TECHNICIAN**

### **DEFINITION:**

Under general direction performs a variety of responsible paraprofessional and support duties related to employee benefits, recruitment and examinations, interpretation and application of policies and procedures, and wage and salary administration.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from high level clerical classes by the extent and nature of responsibility for paraprofessional functions related to the City's personnel programs, and the requirement for understanding and interpretation of federal, state and local laws, codes, regulations and policies.

### **SUPERVISION RECEIVED AND EXERCISED:**

This classification works under the general direction of the Human Resources Director or designee, and has responsibility for an assigned area of paraprofessional duties.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

- Provides a wide variety of information to employees requiring the interpretation and application of policies, procedures, programs, benefits, guidelines, and regulations; provides basic information on personnel programs and processes; prepares and maintains information and references for employees and the public.
- Contacts insurance carriers and/or third party administrators to resolve problems and answer employee questions.
- Prepares recruitment materials including typing job announcements, writing and placing advertising, assembling mailing lists, and preparing and issuing candidate notices.
- Schedules, administers, and may score written tests.
- Performs complex calculations related to examination statistics, sick leave conversion, COBRA payments and eligibility periods, benefits coverage and payments, retirement calculations, and related.
- Conducts orientations for new employees; verifies compliance with immigration reform and control act provisions.
- Processes enrollment forms; and coordinates benefit (open enrollment, bargaining unit changes) and retirement plan changes.
- Processes and coordinates long term disability applications; serves as a liaison between employees and the City; processes unemployment insurance claims.
- Conducts exit interviews.

EXAMPLES OF DUTIES (Cont'd)

Types confidential materials including disciplinary letters and materials related to negotiations process including memorandums of understanding.  
Arranges participants and schedules qualification appraisal boards.  
Prepares and maintains a variety of complex records and files including federal and state reporting, affirmative action, position control, salary history, negotiated agreements, personnel files, and related matters.  
Prepares and generates a variety of reports and statistical summaries manually or using computer systems; tracks data and prepares reports related to departmental budget.  
Responds to requests for information from other organizations.  
Notifies departments of scheduled personnel actions which are due.  
Performs a variety of responsible clerical work in support of the department including in-person and telephone reception, typing, preparation, duplication, assembly and distribution of documents, mail processing, photocopying, and related tasks.

MINIMUM QUALIFICATIONS:

Knowledge of:

Fundamentals of the law, regulations and policies governing benefits, insurance, COBRA, and City policies and procedures.  
Basic principles and procedures related area of assignment such as insurance, benefits, retirement, recruitment and selection, and related.  
Systems and methods for recordkeeping, and file maintenance.  
General office methods including the operation of computers and standard office equipment.

Ability to:

Interpret, explain, and apply complex regulations, rules, and agreements.  
Assist in the administration of various payroll programs, such as insurance, benefits, retirement, and employees deductions and/or time.  
Maintain confidentiality of personnel-related materials and issues.  
Perform complex arithmetical and basic statistical calculations accurately.  
Prepare a variety of written reports, records, and correspondence.  
Establish and maintain effective working relationships with those contacted in the course of the work.  
Type accurately at a net rate of 45 words per minute from printed copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to the completion of high school.

Experience:

Three years of responsible clerical experience which has provided knowledge of personnel/human resources department operations.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

CITY OF LODI

November 15, 1995

**DEPUTY CITY CLERK**

DEFINITION:

Under general direction provides complex and specialized office support to the City Clerk's office, the City Council, and other city offices; performs or assists in a variety of mandated City Clerk functions; provides lead direction and training to a small group of Administrative Clerks I/II or related staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification in the City Clerk's office, requiring deputation as a Deputy City Clerk, and requiring specialized knowledge and skills related to the department. This class functions as the direct assistant to the City Clerk, and handles the more complex and specialized clerical assignments of the department.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Prepares or assists in the preparation and distribution of City Council meeting and other (e.g. special session) agenda; prepares and distributes Council packets ensuring appropriate signatures and attachments; posts meeting announcements.
- Records Council votes; files, distributes, and publishes resulting resolutions and ordinances; signs and seals resolutions and ordinances in the absence of the City Clerk.
- Reads agendas, prepares Council communications, and takes, transcribes, and attests to minutes in the absence of the City Clerk.
- Prepares Council chambers for meetings; sets up and prepares recording equipment; operates equipment in the absence of the City Clerk.
- Provides secretarial support for the Mayor and Council members.
- Provides information to the public, City staff, and others that requires the use of significant judgment and the interpretation of policies, rules, or procedures.
- Types complex and sensitive correspondence, reports, forms, and specialized documents from drafts, notes, dictated tapes, or brief instructions using a typewriter or word processor; composes correspondence, proclamations, and brief reports.
- Oversees or performs the establishing, organizing, and maintenance of complex departmental filing systems and records.
- Performs various technical processing of forms, application, or procedures requiring in-depth subprofessional knowledge of the department's functions.
- Provides lead direction, training, and work review to a small group of administrative clerks or closely related classifications.
- Records and certifies official bids.

EXAMPLES OF DUTIES (Cont'd)

Makes arithmetical or routine statistical computations related to department operations, payroll, and budgets; collects fees, and issues receipts.  
Assists in elections processes, including nomination filings, campaign filings, recording elections results, and related; notifies elected officials of filing deadlines, and receives, examines, and files conflict of interest filings.  
May act as a receptionist, receiving, screening and directing callers, and making appointments.  
Operates a variety of standard office equipment.

MINIMUM QUALIFICATIONS:

Knowledge of:

Policies and procedures related to City Council agenda, meetings, minutes, resolutions, and ordinances; City Clerk election, campaign, and conflict of interest responsibilities.  
Office management practices and procedures, including filing systems and the operation of standard office equipment.  
Formats for typed materials.  
Basic business arithmetic, including percentages, decimals, and fiscal recordkeeping.  
Correct English usage, including spelling, grammar, and punctuation.  
Basic business data processing principles and the use of word processing and other common commercial software.  
Lead supervisory principles and practices.

Ability to:

Read and interpret rules, policies, and procedures.  
Organize, research, and maintain office files and records.  
Deal tactfully and effectively with those contacted in the course of the work.  
Take and transcribe accurate official minutes.  
Make arithmetic calculations with speed and accuracy.  
Compose correspondence and related items from brief instructions.  
Use initiative and sound independent judgment within established guidelines.  
Operate standard office equipment including word processing and centralized telephone equipment.  
Type accurately at a net rate of 45 words per minute from printed copy.  
Maintain confidentiality of department materials and issues.



EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to the completion of high school including completion of specialized clerical coursework.

Experience:

Two years of responsible journey level clerical experience at a level equivalent to the City's Administrative Clerk II.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

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CITY OF LODI

November 15, 1995

## **ADMINISTRATIVE CLERK I/II - CONFIDENTIAL**

### **DEFINITION:**

Under direction provides a variety of routine to moderately difficult office support to various City departments and offices, which may include public contact, providing information, recordkeeping, specialized processing related to the department to which assigned, typing, word processing, and establishing and maintaining file systems; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

Administrative Clerk I is the entry level of the City's office series. Incumbents learn and perform a variety of office support and general clerical duties requiring the acquisition of knowledge of departmental and City procedures. This class is flexibly staffed with Administrative Clerk II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Administrative Clerk II.

Administrative Clerk II is the fully qualified, journey level class of this series, competent to perform a variety of office support and clerical duties. Positions are characterized by the presence of guidelines from which to make decisions, and the availability of supervision to resolve non-routine problems encountered.

These positions assist or act in a confidential capacity to persons who participate in the formation, determination, or implementation of City management policies in the field of employer-employee relations.

### **SUPERVISION RECEIVED AND EXERCISED:**

Administrative Clerk I initially receives close supervision. As experience is gained, there is greater independence of action within established guidelines. Administrative Clerk II works under general supervision from higher level clerical staff, or professional or managerial personnel.

Administrative Clerk II may direct the work of part-time or temporary clerical staff, but is not considered a lead level of classification.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

Performs a variety of support duties related to the work unit to assist staff in various office and public activities.

EXAMPLES OF DUTIES (Cont'd):

Serves as receptionist; receives and screens callers and visitors; provides information regarding City or unit practices and procedures to a variety of parties and the general public.

Gathers information from individuals or reference sources to complete and process various forms, records, and applications; and contacts individuals to obtain additional information.

Enters and retrieves data from on-line or stand-alone computer systems, following established formats; operates computer systems to generate reports and perform other automated processes; performs various file maintenance activities related to computer systems.

Maintains records and processes forms, such as time records, purchase requisitions and orders, and others specific to the organizational unit.

Posts and transcribes data, prepares and updates a variety of reports, which may require the use of routine arithmetic calculations.

Establishes and maintains office files, and researches and compiles information from such files.

Types correspondence, reports, forms, and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor.

Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling.

Copies, assembles, and distributes reports and other written materials.

Collects fees, issues receipts, adds sums of figures, and performs related basic computations.

Performs such office support activities as opening and distributing mail, processing outgoing mail, and ordering office supplies.

MINIMUM QUALIFICATIONS:

Knowledge of:

Level I:

Basic office practices and procedures, including filing and the operation of standard office equipment.

Correct English usage, including spelling, grammar, and punctuation.

Basic business arithmetic.

Level II (In addition to the requirements of the I):

Business letter writing and the standard format for typed materials.

Policies, procedures, processes and forms related to the department to which assigned.

Basic business data processing principles and the use of word processing equipment.

Ability to:

Level I:

Develop and maintain effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS (Cont'd):

Ability to:

Level I:

Understand and carry out oral and written instructions.  
Maintain accurate records and files.  
Make accurate arithmetic calculations.  
Perform detailed clerical work accurately.  
Type accurately at a net rate of 45 words per minute from printed copy.  
Maintain attention to detail despite interruptions.  
Communicate tactfully and effectively with the public.  
Learn specialized processing, procedures, and office support tasks related to the department to which assigned.  
Maintain confidentiality of department materials and issues.

Level II (In addition to the requirements of the I):

Organize and maintain office files.  
Compose routine correspondence from brief instructions.  
Use initiative and sound independent judgment within established guidelines.  
Operate standard office equipment including a word processor and centralized telephone equipment.  
Prioritize work and coordinate several activities simultaneously.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Level I:

Education:

Equivalent to the completion of high school including completion of specialized clerical coursework.

Level II (In addition to the above):

Experience:

Two years of responsible journey level clerical experience at a level equivalent to the City's Administrative Clerk I.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.